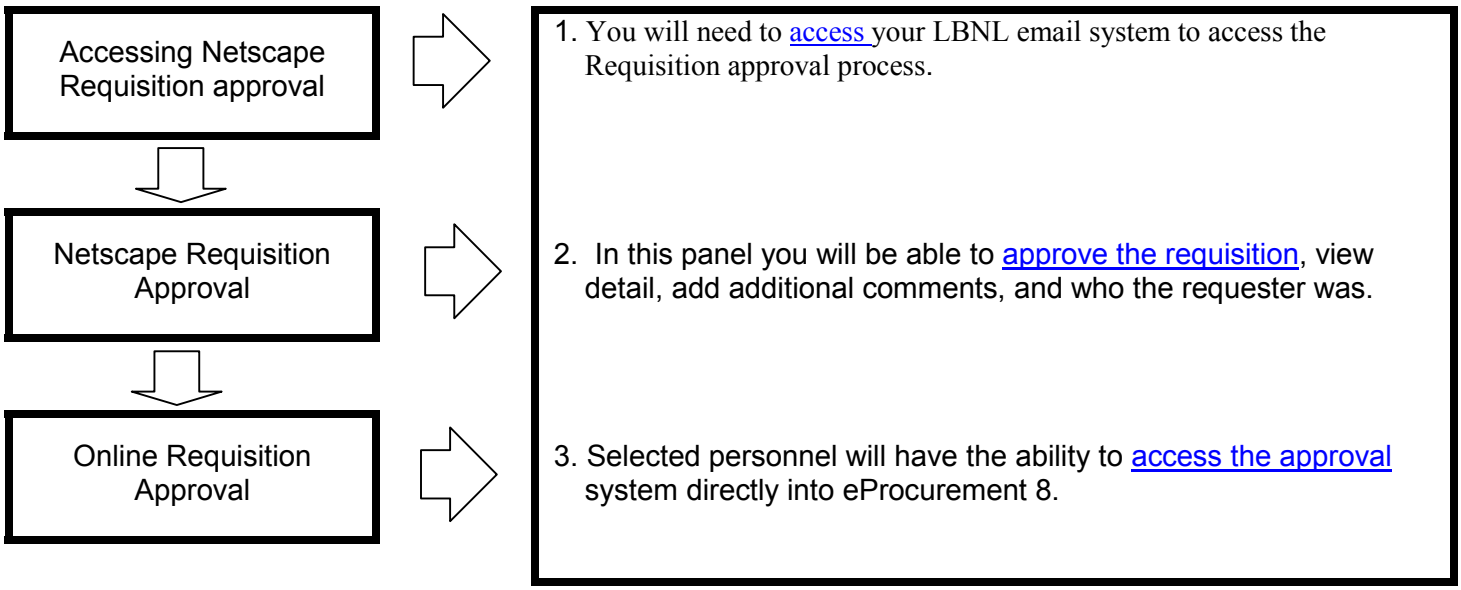
How do I Approve Requisitions?

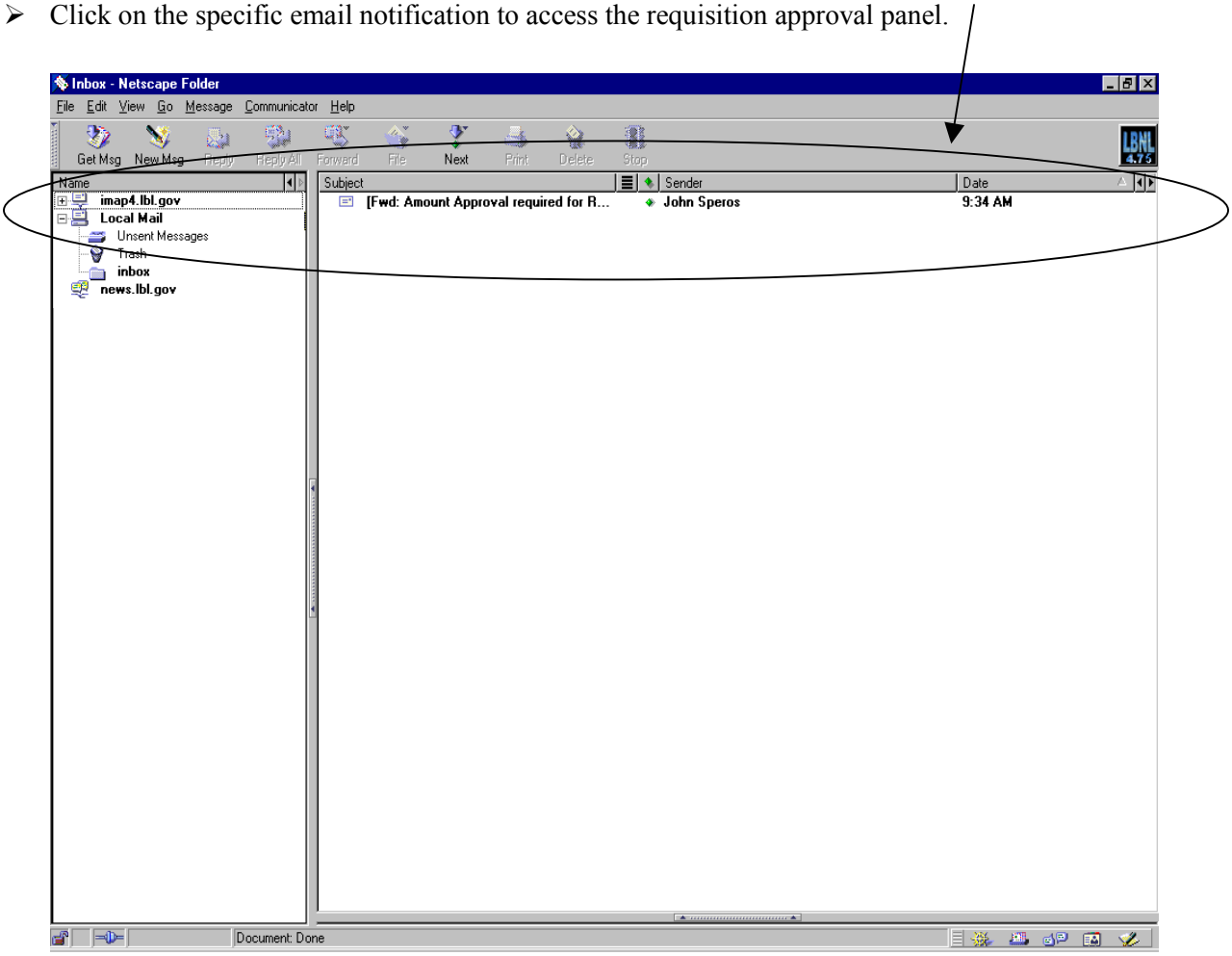
Following these steps will enable you to approve requisitions in Netscape or eProcurement.



How do I Approve Requisitions?

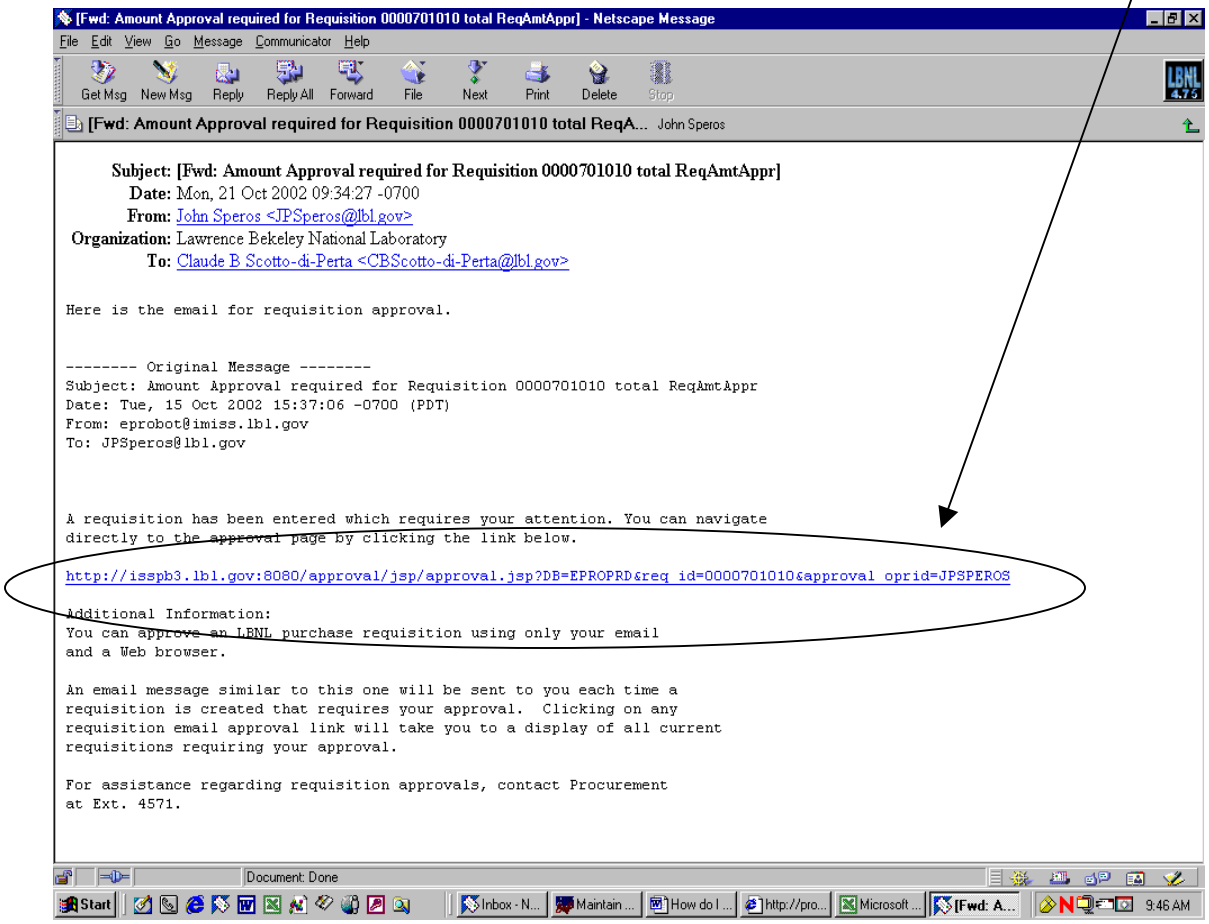
Step 1: Email Notification

- Access your email account as usual.
- As an approver you will be notified of all requisitions in your queue for approval.
- Click on the specific email notification to access the requisition approval panel.



How do I Approve Requisitions?

- Your email panel will open to this view.
- Double-click the shaded Hyperlink and the requisition approval panel will open.

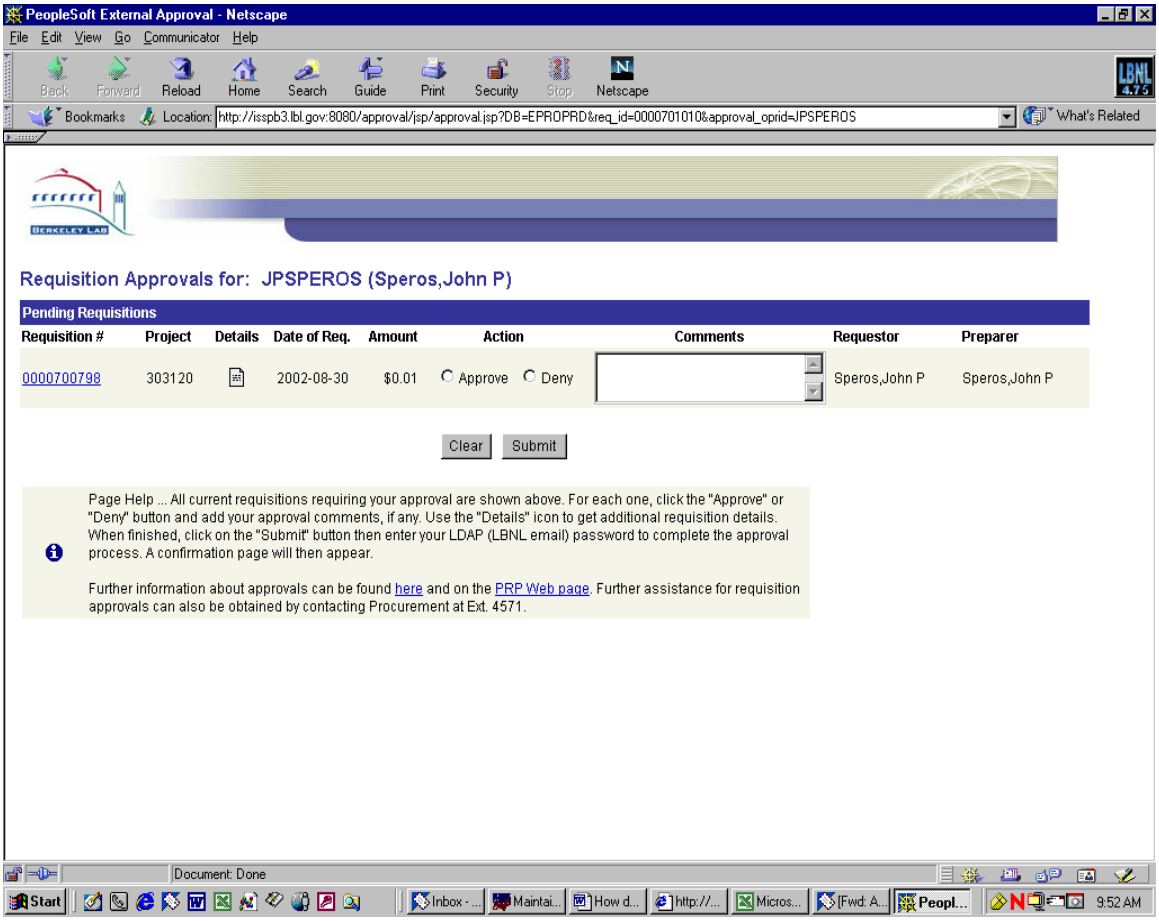


How do I Approve Requisitions?

Step 2: Requisition Approval

The link will take you into the eProcurement 8 panels for approval. As the approver you will see the following information

- Requesters Name
- Requisition Number
- Project Number
- Amount



As the approver you will have the option to Approve or Deny the requisition. You can also add your comments. Should you deny the requisition, the requisition will be returned to the Preparer.

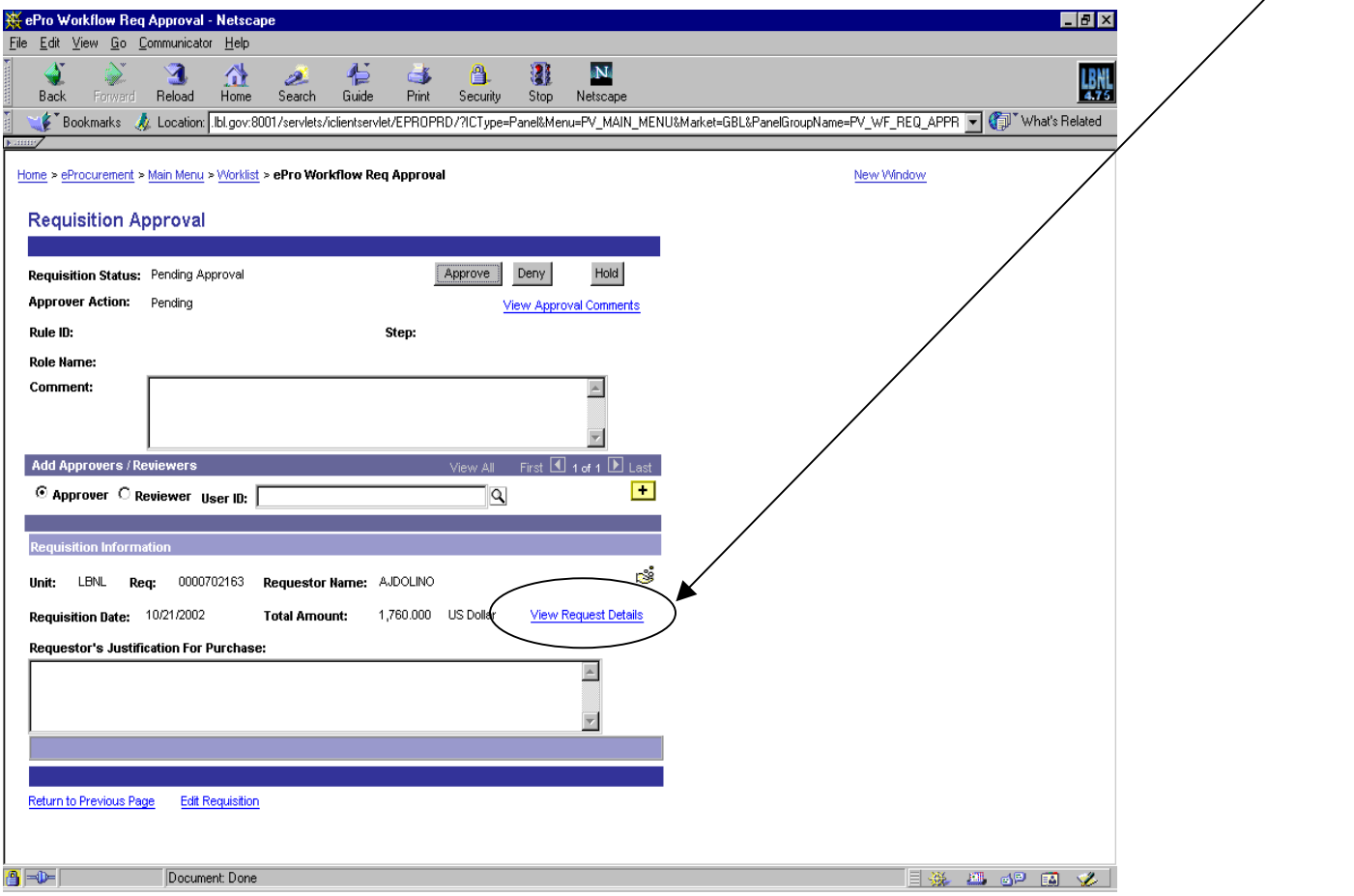
- Click the "**Submit**" button when complete.

How do I Approve Requisitions?

Step 3: Online ePro 8 Approval

Follow step 1 to access the hyperlink, selected EH&S & Budget personnel will approve requisitions within the eProcurment 8 system.

By clicking on the hyperlink the system will require you to log into the eProcurement 8 systems with your User ID and Password. Once you've successfully entered the system it will bring you to the requisition approval page for that unique requisition.

- You can view information about the requisition by clicking on the hyperlink "View Subject Details"

Click on the Approve or Deny button. If you choose to enter a comment, enter it in the comment field and click either Approved or Deny.